



RECORDS RETENTION AND DISPOSITION SCHEDULE

Correction, Department of. Community Corrections.

| Agency: Community Corrections | | Division: | |
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| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis) | RETENTION PERIOD |
| 1 | 96-71 | COMMUNITY CORRECTIONS GRANTS Pursuant to IC 11-12-1-1 and 210 IAC 2-1-1, the Department of Correction may award a grant to encourage counties to develop a coordinated local corrections/criminal justice system. The purpose is to also provide alternatives to imprisonment at the state level. An advisory board formulates a plan and coordinates local programs. A typical grant "package" includes the application, a formal standard contract between the Department of Correction and the county or counties, program components and many exhibits. A county may have a "charge back" against the grant if certain offenders (suspendable, non-violent) are committed to the Department of Correction and program components are not at capacity. Grant awards are filed alphabetically by the county name or region and then secondarily by the State Fiscal Year. Retention based on IC 34-13-1-1. | TRANSFER to the RECORDS CENTER three (3) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after an additional seven (7) years in the RECORDS CENTER. TOTAL RETENTION prior to Indiana Archives transfer: Ten (10) years plus SBA audit. |
| 2 | 96-72 | QUARTERLY EVALUATION REPORT These reports are maintained apart from the grant application and contract. Reports may contain statistics and/or demographic data. Each program receives four (4) quarterly reports with annual summary report. | TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles four (4) years after the end of the fiscal year. |
| 3 | 96-73 | MONTHLY MONITORING REPORTS These reports determine if there are any "charge backs" against the grant. File includes Community Corrections Participant Monitoring Report. The number and type of offenders participating in the Community Corrections grant program each day of the month is shown. | TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles four (4) years after the end of the fiscal year. |